**BUS 230: Business and Economics Research and Communication**
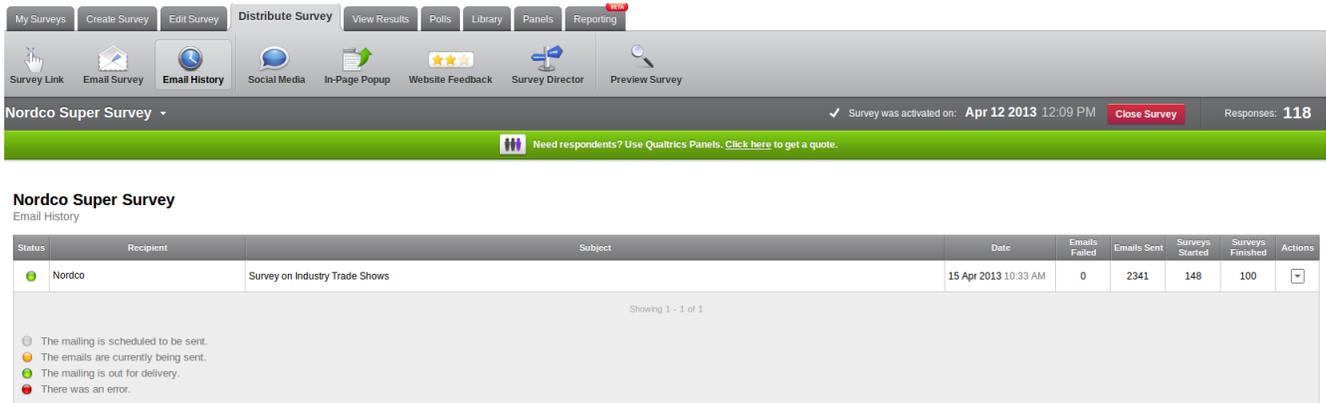**Qualtrics Step-by-Step**
**Sending a Survey Reminder Email**

1. Login to Qualtrics and click on the `Distribute Survey` tab.

2. Click on the `Email History` button, just below the tabs.

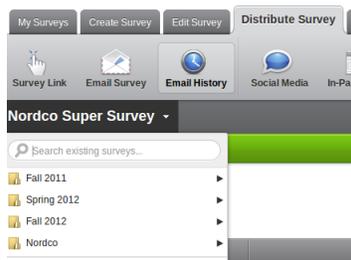3. Here you should see a history of emails you sent in Qualtrics.



4. If you have more than one survey, you should make sure you are looking at the emails corresponding to the survey you want to send an email reminder for. In the upper-left corner, it says the same of the active survey. If you want to change this to a different survey, click on the survey name, and a dropdown box will come down with a list of your other surveys. In the image below, "Nordco Super Survey" is the active survey.



5. Locate the recent email that you sent to your potential survey participants. Click on the survey to view the message.

6. A pop-up window will display the contents of your earlier message. Select the text of your message, and copy it by pressing keys, `Control - C`.
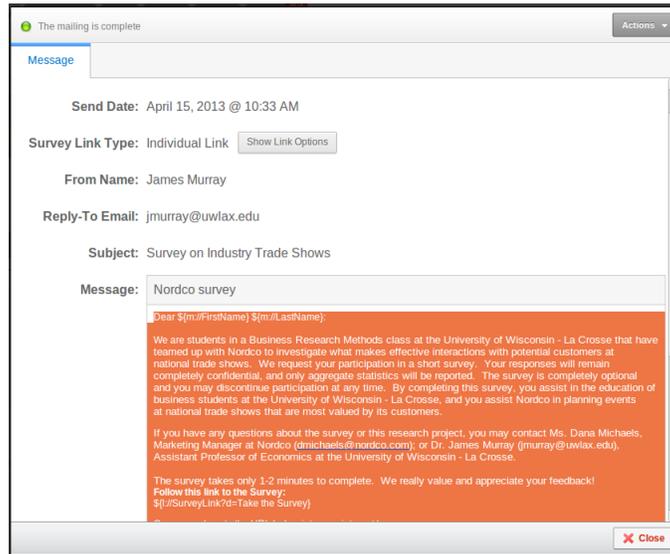
7. Click on the `Actions` button on the top-right corner of the message. A drop-down box will appear. Click on `Send Reminder or Thank You`.
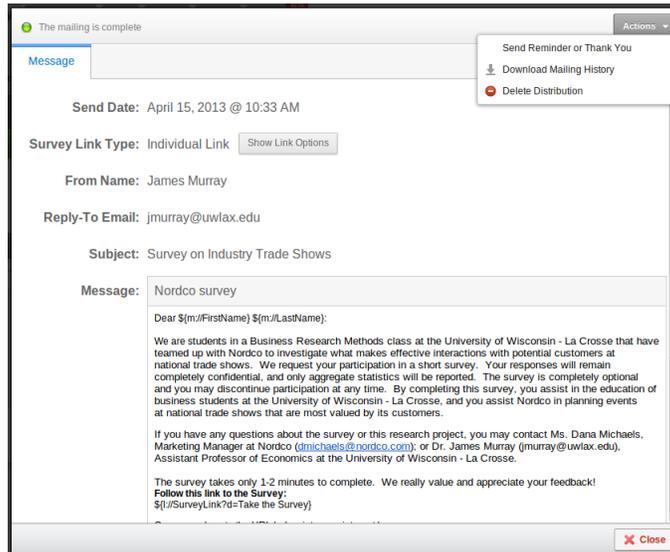


8. A new email message will appear. At the top of the message, click on the radio button that says `Send Reminder`. This will restrict the recipients of your message to only those people who have not yet completed your survey. If instead you want to send a message only to people who have already completed the survey (perhaps to say "thank you"), click on the radio button that says, `Send Thank You`.
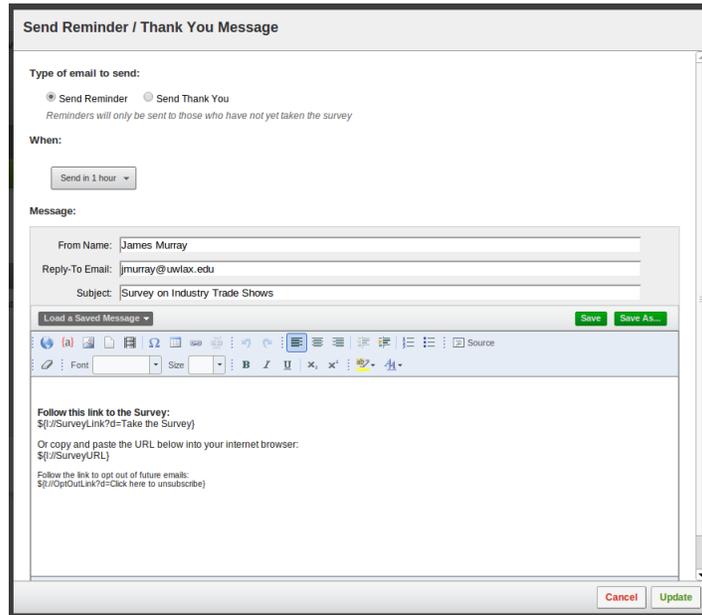
9. From here you may type your message. Simply paste the message that you previously copied, by pressing keys, `Control - V`.

10. Click on `Update` in the bottom-left corner of the message.

11. You will be prompted to save your message. Click on `Save`.
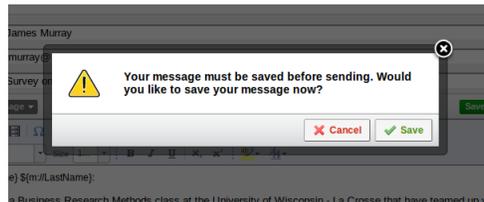


12. Give your message a name, and click `Save`.
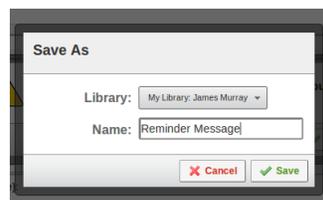


13. You message will be scheduled for delivery. Click on `Close` in the lower-left corner of your original message.